|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| San Jose State University logo | | <Department Name> | One Washington Square San José, CA 95192-<XXXX> | TEL: <408-XXX-XXXX> |
|  | | | | |
| **The California State University:**  Chancellor’s Office  Bakersfield  Channel Islands  Chico  Dominguez Hills  East Bay  Fresno  Fullerton  Humboldt  Long Beach  Los Angeles  Maritime Academy  Monterey Bay  Northridge  Pomona  Sacramento  San Bernardino  San Diego  San Francisco  San José  San Luis Obispo  San Marcos  Sonoma  Stanislaus | <Date> Dear <Ms./Mr. XXXXXX>:  This letter is your official notification that effective <Effective Date>, your hourly compensation will be <Choose an item> from <Previous Hourly Rate of Pay> to <New Hourly Rate of Pay>.  As stated in your original appointment letter, you are not to exceed 20 hours per week, in all concurrent jobs, during an academic term. This appointment is subject to renewal and carries no commitment of permanent status.  We appreciate your service to the <Department Name> and San Jose State University. If you have any questions, please feel free to contact me via phone at <Phone Number> or email at <Email Address>.  Sincerely,  <Name>  <Hiring Manager Title or Department Contact>  CC: <HR Contact (optional) or Hiring Manager> | | | |